

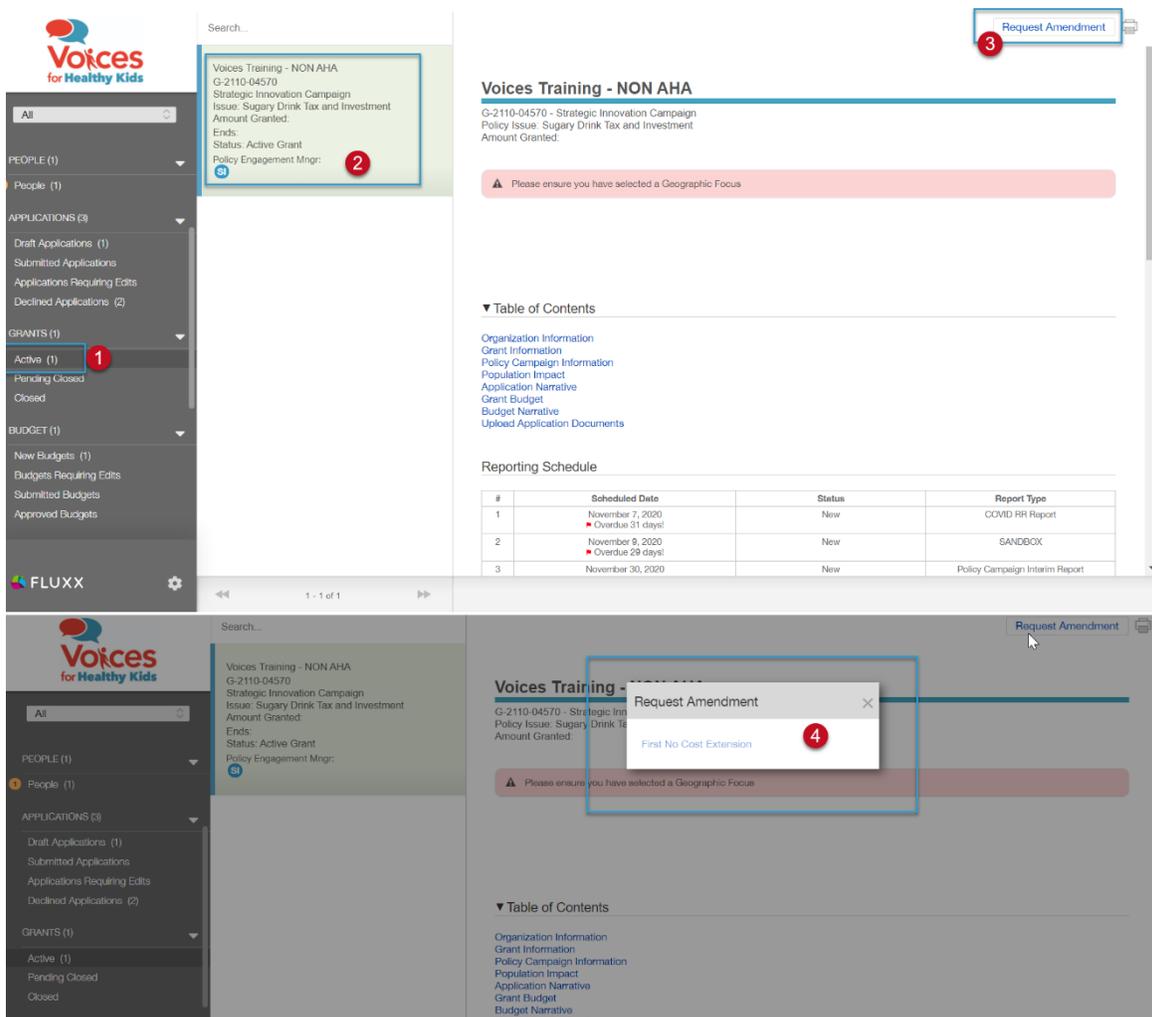
## Voices for Healthy Kids

### Requesting and Submitting an Amendment (No Cost Extension)

#### Step 1: Initiate the Amendment (No Cost Extension)

Log in to the online grant management system - <https://voicesforhealthykids.fluxx.io/>

1. Navigate to your active grant.
2. If you have more than one active grants, ensure the correct one is selected.
3. Click on the Request Amendment button at the top of the screen.
4. When you click on the Request Amendment, then select the appropriate Amendment Type that is visible for your grant type.
  - a. If you have already been approved for an amendment for this grant you will need to select the appropriate type – Second No Cost Extension, etc.
5. Once the Amendment has been selected, enter in the new requested end date and save.



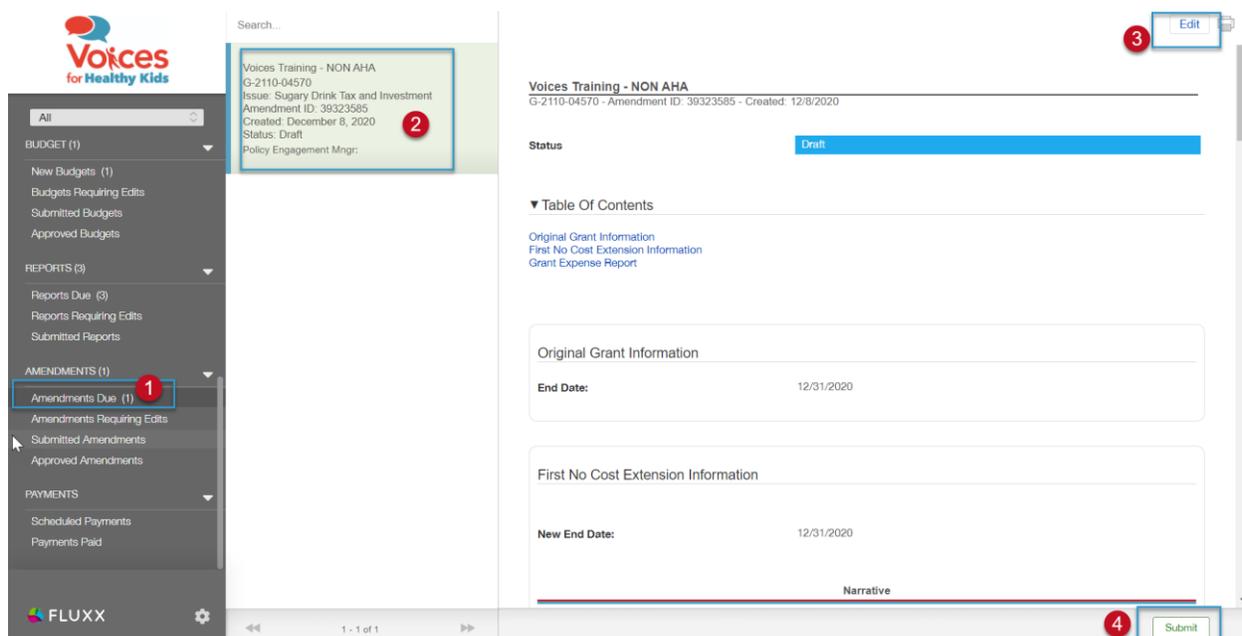
The screenshot displays the grant management system interface. On the left, a sidebar menu shows the 'Active' grant status highlighted with a red circle '1'. The main content area shows the grant details for 'Voices Training - NON AHA' (G-2110-04570). A red circle '2' highlights the 'Policy Engagement Mngr' field. At the top right, a 'Request Amendment' button is highlighted with a red circle '3'. Below the button, a table of contents and a reporting schedule table are visible. The reporting schedule table has the following data:

#	Scheduled Date	Status	Report Type
1	November 7, 2020 Overdue 31 days!	New	COVID RR Report
2	November 9, 2020 Overdue 29 days!	New	SANDBOX
3	November 30, 2020	New	Policy Campaign Interim Report

A 'Request Amendment' dialog box is open in the foreground, with a red circle '4' highlighting the 'First No Cost Extension' option.

## Step 2: Complete the Amendment (No Cost Extension) and Submit for Review

1. Navigate to the Amendments Due and complete the form, save and submit.
2. Ensure the Amendment that you just initiated for this grant is selected.
3. Click edit in the top right corner, complete the required items (Narrative, Expense Report and Upload Attachments)
4. Save and Close the Amendment and Submit when completed.



The screenshot displays the FLUXX web application interface. On the left is a sidebar menu with categories: BUDGET (1), REPORTS (3), AMENDMENTS (1), and PAYMENTS. The 'AMENDMENTS (1)' section is expanded, and 'Amendments Due (1)' is highlighted with a red circle labeled '1'. The main content area shows a search bar and a list of amendments. The selected amendment is 'Voices Training - NON AHA' with details: G-2110-04570, Issue: Sugary Drink Tax and Investment, Amendment ID: 39323585, Created: December 8, 2020, Status: Draft, and Policy Engagement Mgr. This list item is highlighted with a red circle labeled '2'. Below the list is a detailed view of the amendment, showing the title 'Voices Training - NON AHA', ID 'G-2110-04570 - Amendment ID: 39323585 - Created: 12/8/2020', and a 'Draft' status bar. A 'Table Of Contents' section lists 'Original Grant Information', 'First No Cost Extension Information', and 'Grant Expense Report'. The 'Original Grant Information' section shows 'End Date: 12/31/2020'. The 'First No Cost Extension Information' section shows 'New End Date: 12/31/2020'. At the bottom of the form, there is a 'Narrative' section and a 'Submit' button highlighted with a red circle labeled '4'. An 'Edit' button in the top right corner is highlighted with a red circle labeled '3'. The footer shows 'FLUXX' and '1 - 1 of 1'.